## THINK central

## Edit a Student Password (Teacher)

If passwords are district-managed, then contact the administrator in charge of passwords and have the password redistributed to the student.

If passwords are not district-managed, then you can do either of the following:

- Edit passwords (one at a time) on the **Edit User** page. (Details provided below.)
- Reset the passwords of one or more students in a class to temporary passwords and then allow the students to create their own passwords. (See the Allow Students to Create Passwords for details.)

Resources	Planner	Classes	Assignments	Reports	My Account		
1	Find and Manage Students Groups Classes	Add Student Group Class	Import Students and Classes	Settings Commenting			
					Manage User Acc	ounts	
		3	Find user accounts User Type: Student School: Harcourt		2  First Name: Last Name: Username:	carder	4 Find Clear
			Available user accou	ints	Results per page: 20 50	100	(?)
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			1 - 2 of 2 Records		Results per page: 20 50	100	
							Add Import users

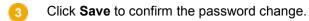
## **Find Student Account**

- Click the Classes tab, move to the Find and Manage area, and then click Students.
- 2 Select to filter using **First Name** and **Last Name** or **Username**, and then type all or part of the selected name in the box(es) provided.
- 3 To include inactive accounts in the search, select the Show inactive accounts check box.
- Click **Find**. The accounts that meet your criteria are listed in the **Available user accounts** area.
- 5 Click the **Username** of the student account that requires a new password. The **Edit User** page appears.

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Special Services: None IEP 504 Gifted/Tale	ented	<b>`</b>							
Economic Status: Unknown		~							

## **Edit Student Password**

- Type a new password following the password rules, and then re-type the password.
- Click Save.



Save Ch	anges?		
	Do you want to save your changes made to this account?		
		Save	Cancel



Record the new password to share with the student.

